

INTRODUCTION TO ENHANCED WORK PLANING

Course 1

Target Audience:

This course is designed for anyone wanting or needing to be educated on EWP including all levels of management and all work disciplines. It is anticipated that this training would be provided to all DOE and subcontractor management as an overview of EWP. This training could also be provided to those employees who are not directly involved with formal work control but would benefit from an overview.

Time Limitation : 30 minute video

Class Size: no limit

Course Objectives :

1. Describe EWP in terms of purpose and it's relationship to other DOE initiatives.
2. Discuss traditional approaches to DOE work control and discuss the benefits of enhancements.
3. Discuss the key elements EWP.
4. Discuss worker involvement in the implementation of EWP
5. Discuss successful applications of EWP at various DOE sites.
6. Identify resources available to more effectively implement and institutionalize EWP.

Course Outline:

- I. Introduction to engage the work (why do I need to listen)
- II. What is EWP? What is driving it?
 - A. Purpose - EWP is a grassroots initiative to (Use text from "Elements of EWP" document)
 - B. Relationship to other DOE safety programs
 - Integrated Safety Management System (95-2)
(the video needs to graphically explain the "onion" of ISMS. Draw layer one (institution level) and quickly explain, draw layer 2

(facility level) and quickly explain. draw layer 3 (task level) and explain that ISMS looks at the integration between levels. State that EWP looks at the process of work control at the task level. The goal being to improve the process.

At this point show graphic 2 - which illustrates the purpose of EWP and how it will disappear over time.

III. Traditional Approaches to DOE work control

- A. Linear approach - (view graph on linear approach)
- B. Expected benefits for revising or enhancing existing process.

IV. Key Elements of EWP

(Use senior management from various sites to briefly discuss each element)
(mention that elements support VPP, and are derived from industry excellence)

- A. Graded Approach
- B. Diverse Teams
- C. Effective Communication
- D. Line Management Ownership
- E. Worker Involvement (just mention - covered more fully below)

V. Worker Involvement in Implementing EWP

- A. Worker Involvement on Core Team
- B. Worker Involvement on Work Team

VI. Success Stories

- A. Successful results of a core team (worker from team tells story of process improvements, new tools, etc.)
- B. Successful results of a work team (worker tells story of graded approach, teaming to plan complex work, etc.)

VI. Available Resources for Successful Implementation

- A. Importance of Sharing
- B. HQ and field office support
- C. Other site products and support

Course Delivery :

This course will be a stand-alone video based presentation. Copies will be provided on an as requested basis to all DOE sites for local implementation. This course should be incorporated into new employee orientation and/or facility General Employee Training (GET) and GET refresher.

Final Deliverable:

20 training packages. Training package to consist of a binder that includes: binder cover, instructions, and video tape. Directions will be simple and well organized to facilitate supervisor and foreman delivery of course.

Instructional Methods/Notes:

Video will include clips of senior DOE-HQ, DOE-Field Office, and DOE Contractor officials from all sites. If possible the Secretary of Energy should be the first on the tape showing support and commitment to EWP. The other voices should be used to teach portions of each objective.